



FREQUENTLY ASKED QUESTIONS (FAQs)

Second in a Series: Introduction Part 2

1. Who's covered in the new pay plan?

Employees in the Executive Branch who are subject to the Virginia Personnel Act and are currently referred to as "classified employees" are covered in the new plan.

2. How will it be determined which "band" I fit into?

See the chart below, titled "Comparison of Current Pay Grades with New Pay Bands." It shows your current pay grade on the left and the new pay band on the right. The new salary minimums and maximums are located to the right of each new pay band.

For example, when the new pay plan begins on September 25, employees in Grade 6 will "cross walk" to Pay Band 3. Employees' salaries will not change during the transition to the new pay plan on September 25, but the current Job Class titles will change to the new job "Roles." Watch for future FAQs on job titles.

COMPARISON OF CURRENT PAY GRADES WITH NEW PAY BANDS					
CURRENT			NEW		
GRADES	RANGE		BANDS	RANGE	
	MINIMUM	MAXIMUM		MINIMUM	MAXIMUM
1	\$ 12,689	\$ 19,811	1	\$ 12,689	\$ 26,042
2	\$ 13,871	\$ 21,657			
3	\$ 15,164	\$ 23,675			
4	\$ 16,577	\$ 25,881	2	\$ 16,577	\$ 34,021
5	\$ 18,122	\$ 28,292			
6	\$ 19,811	\$ 30,929	3	\$ 19,811	\$ 40,659
7	\$ 21,657	\$ 33,811			
8	\$ 23,675	\$ 36,962			
9	\$ 25,881	\$ 40,406	4	\$ 25,881	\$ 53,116
10	\$ 28,292	\$ 44,171			
11	\$ 30,929	\$ 48,287			
12	\$ 33,811	\$ 52,787	5	\$ 33,811	\$ 69,391
13	\$ 36,962	\$ 57,706			
14	\$ 40,406	\$ 63,083			
15	\$ 44,171	\$ 68,961	6	\$ 44,171	\$ 90,653
16	\$ 48,287	\$ 75,387			
17	\$ 52,787	\$ 82,412			
18	\$ 57,706	\$ 90,092	7	\$ 57,706	\$ 118,432
19	\$ 63,083	\$ 98,487			
20	\$ 68,961	\$ 107,665			
21	\$ 75,387	\$ 117,697	8	\$ 75,387	\$ 154,719
22	\$ 82,412	\$ 128,665			
23	\$ 90,092	\$ 140,654			
OVER 23	NO CURRENT RANGE		9	\$ 98,486	MARKET

Wage (hourly) employees also will move into the new pay bands as described above.

3. Will the new plan provide ways to earn additional compensation?

Yes. Potentially, there are several ways to earn additional compensation:

- Your base salary may change.
 - Added pay may come from a promotion through a competitive recruitment process.
 - If your position responsibilities have increased substantially, a Role Change (formerly “reallocation”) may occur resulting in a change to a different Role Title in a higher pay band.
 - Even without a promotion or Role Change, new pay practices, such as an in-band adjustment, can reward you for additional duties and responsibilities, or for new skills applied on the job.
- You also may be eligible for a bonus, a one-time payment that does not affect your base pay.
 - Employees or teams could receive bonuses throughout the year to reward them or to recognize their work.

4. Will I receive a pay increase whenever I learn a new skill?

No. Under the new pay plan, pay increases for the application of newly acquired skills, certifications, or degrees are allowable but not required. The decision to reward employees for new skills will be based upon whether or not those skills have actual value for the agency, were required or recommended by the agency, or are used directly in the workplace to improve the employee’s job performance. Decisions must be consistent within an organizational unit and, in all cases, funds for providing such pay increases must be available in the agency’s current budget.

5. How will the upper range of my salary potential be determined under the new system?

Under the new compensation system, jobs are grouped into broad career groupings. While employees have the potential to move to the top of the highest Pay Band assigned to their career group, not all employees will move to that highest level. Career advancement and pay increases will be determined by the value that you and your duties bring to the agency’s work and your performance of these duties.

Factors that will be considered in determining whether you receive pay increases include current salary; agency business needs; experience and education; performance; knowledge, skills, abilities, and competencies; total compensation; training; internal alignment; budget implications; salary reference data; duties and responsibilities; and long-term impact.

While in your current Role, the upper range of your salary potential will be determined by the maximum of the new pay band (formerly pay grade) and the business needs of the organization. See the chart, titled “Comparison of Current Pay Grades with New Pay Bands,” under question number 2 above.

6. Are there limitations on how fast I can move through my pay band?

Yes. For example, an increase due to a noncompetitive transfer to another position in the same pay band or other change(s) in your current work resulting in an In-Band Adjustment cannot exceed 10 percent of your annual salary. An increase due to a competitive transfer to another position in the same pay band cannot exceed 15 percent of your annual salary. You will also be eligible for performance increases, which will be determined based on available funding each year.

7. In what way will the employee performance evaluation cycle be affected?

The first year of the new performance program will include a shortened cycle to allow for more training time. Evaluations still will be conducted in the August-through-September 2000 time frame, with performance increases effective on November 25, 2001.

8. As a manager, what will change for me in Pay Reform?

With Pay Reform, you will have more flexibility to make individual salary decisions. For example, with the new pay practices, you will be able to use in-band adjustments to help you solve some internal salary alignment problems.

With flexibility also comes accountability, which means that you also will need to document your pay decision based on an assessment of certain pay factors. Factors that you will need to consider include current salary; agency business needs; experience and education; performance; knowledge, skills, abilities, and competencies; total compensation; training; internal alignment; budget implications; salary reference data; duties and responsibilities; and long-term impact. (Watch for future FAQs on pay practices.)

9. Will there be training on the new plan for managers and supervisors?

Yes. The General Assembly and the Governor have provided funding for training. General information sessions began this spring to provide managers and supervisors with basic facts about the changes. In-depth training on new pay practices and policies as well as performance management will begin in late summer and extend into the fall.

10. What is meant by “salary reference” data?

Salary reference data is salary survey data and analysis of other compensation information. In order to broaden the sources for collecting salary data, the Department of Personnel and Training will purchase this information from national sources and will conduct salary surveys. HR staff and agency managers will have access to this information to assist them in making appropriate salary decisions.